

# Wedding Ceremony Planner

Client Name: \_\_\_\_\_

Event Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## **URGENT / EMERGENCY CONTACTS**

*Who will be the "Go To" person if questions need to be answered or if there is any type of emergency the day of the ceremony?*

Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

(This go to person should be someone you trust to handle anything that could happen throughout the day to minimize the interruption of YOU enjoying your special day. It's best to have them NOT be part of the wedding party so that they are willing to miss out of some of the wedding party things and they can get the work done. An important piece to make your day even easier. They still get to have fun too!)

Location Manager (day of the event): \_\_\_\_\_

Cell Phone: \_\_\_\_\_

*The goal of this planner is simple. Be a resource for you to use to jot down notes to help you not only plan the logistics of the ceremony, but also help you and your officiant write your vows. It is important to have a detailed script for use during the ceremony. We welcome as much input as you wish to have in the writing of your vows. This is about YOU!*

## **Questionnaire**

The questions below will help in planning your ceremony, this is the most important process to get right for the day, especially for making it legal.

### General

Do you have a Wedding Planner / Manager hired?  Y /  N      Have any creative hashtags for social media? \_\_\_\_\_

Do you understand the requirements of obtaining the Marriage License for the jurisdiction of where you are getting married?  Y /  N

Where will you be acquiring Marriage License from? \_\_\_\_\_

Have you chosen the two witnesses for the certification of the Marriage License?  Y /  N

TIP: Remember, the process of entering into marriage is a legal contract. Both the couple and the two witnesses need to be sober at the time of the ceremony and signing of the Marriage License.

### Location

Do you have a location reserved?  Y /  N      INDOOR / OUTDOOR / COVERED OUTDOOR

If outdoor, is there an alternate, indoor or covered location in case of inclement weather.  Y /  N      Is it close by?  Y /  N

Will the Officiant need a microphone to be heard by guests?  Y /  N

Does the location have a sound system, or will one be rented?      SOUND PROVIDED / MAVERIC MUSIC / RENTED OTHER

### Rehearsal

Do you plan on having a rehearsal for the ceremony?  Y /  N      Would you like the Officiant to attend the rehearsal?  Y /  N

Who will you be having direct the rehearsal?      Officiant / Wedding Planner / Other \_\_\_\_\_

Will the location allow you to hold a rehearsal on site?  Y /  N

### Ceremony

How long would you like the ceremony to be? \_\_\_\_\_ What vows do you have in mind?      CONTEMPORARY / OWN / TRADITIONAL

What names would you prefer to go by during the ceremony? \_\_\_\_\_  
(Some couples prefer nick names, some prefer official names for the general ceremony. Pronouncement should be official names.)

What should the Officiant wear? \_\_\_\_\_  
(We are happy to coordinate a nice dress shirt with tie and black pants with your color scheme. Typically, robes / sashes are reserved for faith-specific ceremonies.)

Are there any faith-specific language you'd like included in the ceremony?  Y /  N      What Faith? \_\_\_\_\_

Will you have any guest readers or musicians during the ceremony?  Y /  N

## **About you**

How did you meet?

---

---

---

---

What initially drew you together?

---

---

---

---

What was your proposal like?

---

---

---

---

What do you most like about "A"? What is their weirdest quality?

---

---

---

---

What do you most like about "B"? What is their weirdest quality?

---

---

---

---

What is the best adventure you have had together?

---

---

---

---

Give a brief history of the family and upbringing for "A" (Religion, family influences/heritage, close relatives no longer with us)

---

---

---

---

Give a brief history of the family and upbringing for "B" (Religion, family influences/heritage, close relatives no longer with us)

---

---

---

---

What else should we know that will help in planning your ceremony and the script for it?

---

---

---

---

## ***Ceremony Logistics***

From guest arrival to when they make their way to the reception, let's get the logistics planned out.

### Getting there

Clear, concise and large signs are important to help your guests reach your ceremony on time, especially if you are having it off the beaten path. GPS technology has come a long way, but plan signs from a major intersection all the way to the ceremony. If the ceremony is a little away from parking, signs also help those on foot.

### Parking / Shuttles

If you are being married at a church or a location where the parking lot and ceremony location is very close, this is not as important of a consideration. However, if you are in a back yard or at an outdoor location where there is a lengthy walk from the parking to the ceremony, consider having shuttle service for those that are elderly, less mobile or even handicapped. Golf carts are common, horse drawn carriages or tractors with hayride type trailer setups can be fun and a unique way to start your event.

### USHERS

It is common to have at least 2 ushers for weddings up to 150 people. 150-200 might find it easier with 3 and 200+ with 4. Having an usher chosen from both sides of the new family can help guests comfort level by them being helped by someone they are familiar with. It is not uncommon to have ushers escort parents and grandparents either as part of the start of the ceremony or just before the ceremony yet after the guests have taken their seats.

USHSER 1 : \_\_\_\_\_ USHSER 2 : \_\_\_\_\_

USHSER 3 : \_\_\_\_\_ USHSER 4 : \_\_\_\_\_

After the ceremony, make sure the ushers understand their responsibilities as well. Many locations for ceremonies require the seating and decorations be removed as soon as possible. Some provide seating clean up, others do not. Make sure to check with your venue. Start with the ushers helping those less mobile to the next spot they need to be. Once they have done that, decorations so they don't get damaged during clean up.

## ***Ceremony Components***

The ceremony is one of the most significant and memorable moments in your relationship, so you must ensure you are well prepared. The more you can accomplish in the planning portion and days leading up to your big day, the less stress you will have on the day of the ceremony. Plan on getting to the ceremony site ahead of schedule. Don't be afraid to sit there for a moment and soak it all in. Use that as a time to gather all your thoughts, look for any last-minute adjustments that need to be made and give out hugs because its FINALLY YOUR WEDDING DAY! OK, OK, back to reality now. You're still planning it. Ready? Let's go!

### THE CEREMONY

You've decided it will start at \_\_\_\_ and you want it to be about \_\_\_\_ minutes long. GREAT! You've got your starting point!

### *A traditional ceremony timeline consists of:*

- Arrival (This is before the actual start of the event)
- Seating guests (This is within the last few minutes before the start of the event.)
- The Processional (The grand entrance)
- Welcome Statement (An introduction from the Officiant, the giving of the bride, a brief history of the couple.)
- Wedding Sermon/Readings (Either a poem or scripture, maybe a special, meaningful song)
- Consecration (A dedication or prayer of the event)
- Wedding Vows (Traditional faith based, Contemporary non-faith based, Your Own)
- \*Declaration of Intent (The Do you take? And I Do's part!)
- Ring Explanation (An opportunity to describe the meaning of the ring exchange)
- Ring Exchange (You liked it, you put a ring on it!)
- Alternative Tradition (Optional, Sand/Candle ceremony, Handfasting, glass breaking, etc.)
- \*The Pronouncement (By the power vested in me...)
- The Kiss (You may kiss your bride)
- The Presentation (May I present to you...)
- Recessional
- Additional Announcements (What the guest should expect next, where they should go, if there will be a receiving line, etc.)
- Gathering of the couple, official, and witnesses to sign the Marriage License / Certificate

## PLANNING

Now that you understand the components of the ceremony, let's get started with the plans. Keep in mind, it is YOUR ceremony. You can do what ever you wish to do with the plans. There are TWO components that absolutely must stay in the ceremony. The Declaration of Intent - which is the "I DOs" and the Pronouncement - "By the power vested in me, I now pronounce you husband and wife" the rest is entirely up to you.

The outline above and details below are simply meant to guide you and give you options to consider. If none of these options fit you, that is absolutely allowed. Document what you want and let's put together a perfect ceremony for you. The next steps assume you have already selected a wedding venue and have had an opportunity to visit the venue. This is very important to figure out layouts of seating, where your wedding party will stand around the altar, how you will enter and leave the venue. The little things can mean a lot to some and nothing to others. There is no right or wrong way to do a lot of the upcoming planning.

## BEFORE THE CEREMONY

Meet with your Officiant and your two witnesses to verify the marriage certificate/license, valid ID's and any other legal requirements based on the jurisdiction of the wedding. Again, most jurisdictions require those signing the certificate/license be sober as it is a legally binding contract. Also discuss the plan for after the ceremony and receiving line, before you do anything else.

*\*\*\* Where will you all meet again to finish the signing process? \*\*\**

*Do not leave the area until all signatures are complete. This is extremely important for the legalization of your marriage.*

## SEATING GUESTS

(During the general seating period, background music should be played at a low level to maintain the festive and romantic ambiance.)

Will you go the more traditional route and "Assign sides" for the families or do you want to encourage them to intermix? If you assign sides, do so as you are a guest entering from the back of the seating area facing the altar. Traditionally, your family will sit on the same side you will be standing at the altar on. Generally, the groom's family is on the right facing the altar and the bride's family on the left.

### TRADITIONAL SEATING

### ENCOURAGE MIXING IT UP

Reserved seating is generally the first row or two for the immediate family members of the bride and groom. Sometimes, when young children are involved as Flower / Ring bearers, there is often one parent on the outside end of the front row to be there just in case.

Special guests are people that are not directly involved with the wedding party or giving away the bride, but you want them such as parents, grandparents or someone standing in for a deceased family member, can either be seated as they arrive or may participate in the Processional. Special guests involved in the processional can be escorted by an usher or the groom immediately following the entrance of the Officiant, Groom and Best Man.

*Any special guests / notes on above:*

---

---

## STARTING THE CEREMONY

With today's technology having cameras so readily available, many couples want their ceremony to be technology free. There are a few advantages to this. Mainly, you have a professional photographer and they won't have an iPad photographer jump out in front of them ruining the one-time perfect shot of your first kiss as husband and wife. It also forces people to be with you in the moment instead of trying to worry about getting an ok picture with their camera phone. If you would like a technology free ceremony, we can make that part of our announcement. The Officiant enters first and makes the following example announcement.

*Good afternoon everyone, I'm Bruce, your official for the ceremony. If you could please make your way to your seats, we will be starting momentarily. While I have your attention, (Bride and Groom) would like this to be a technology free wedding. They ask you to silence your devices, please keep your cameras, phones and tablets put away for the ceremony and be here with them at this wonderful moment. There is a professional photographer on site and once the pictures are processed, there will be plenty of sharing of them on social media for all to see. Thank you for your cooperation.*

Believe me when I tell you, photographers LOVE this option, you and your guests will too.

Would you like your ceremony to be a technology free wedding?    Y / N

## **Traditional Ceremony Processional**

Officiant

Groom \_\_\_\_\_

Best Man \_\_\_\_\_

\_\_\_\_\_ Bridesmaid 7 Groomsman \_\_\_\_\_

\_\_\_\_\_ Bridesmaid 6 Groomsman \_\_\_\_\_

\_\_\_\_\_ Bridesmaid 5 Groomsman \_\_\_\_\_

\_\_\_\_\_ Bridesmaid 4 Groomsman \_\_\_\_\_

\_\_\_\_\_ Bridesmaid 3 Groomsman \_\_\_\_\_

\_\_\_\_\_ Bridesmaid 2 Groomsman \_\_\_\_\_

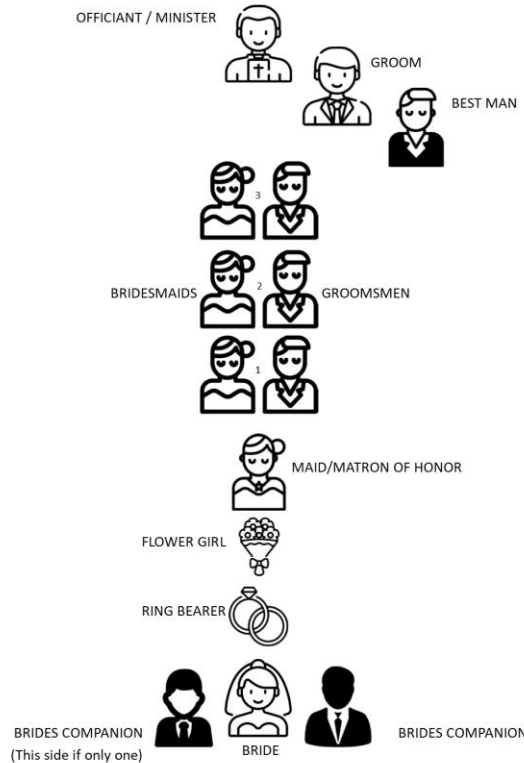
\_\_\_\_\_ Bridesmaid 1 Groomsman \_\_\_\_\_

Maid / Matron of Honor \_\_\_\_\_

Flower Girl \_\_\_\_\_

Ring Bearer \_\_\_\_\_

\_\_\_\_\_ Brides Companion      BRIDE      Brides Companion \_\_\_\_\_



When the wedding party is all lined up, in order above, the Officiant should make their way to the altar with the Groom and Best Man to make the initial seating announcement. If Grandparents and Parents are to be escorted as part of the processional, they come in now. Grandparents first, then Parents of the Groom and finally, Mother of the Bride. The rest of the processional can then begin. When the ring bearer is in place with the groomsmen, the officiant asks the room to please stand, the Bridal entrance music begins, and the Bride makes her way into the room and down the aisle. Music stops when she makes it to the front of the altar where she is presented to the groom for the giveaway.

***Contemporary Ceremony Processional***

Officiant

Groom \_\_\_\_\_

\_\_\_\_\_ Bridesmaid 7 Groomsman \_\_\_\_\_

\_\_\_\_\_ Bridesmaid 6 Groomsman \_\_\_\_\_

\_\_\_\_\_ Bridesmaid 5 Groomsman \_\_\_\_\_

\_\_\_\_\_ Bridesmaid 4 Groomsman \_\_\_\_\_

\_\_\_\_\_ Bridesmaid 3 Groomsman \_\_\_\_\_

\_\_\_\_\_ Bridesmaid 2 Groomsman \_\_\_\_\_

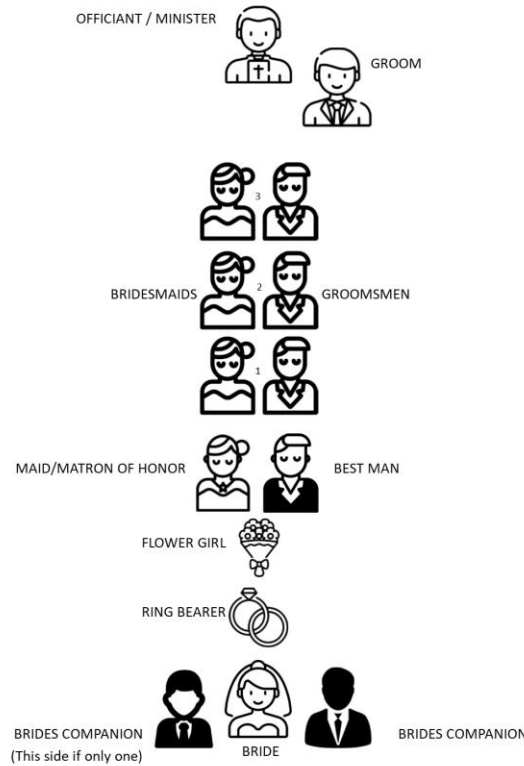
\_\_\_\_\_ Bridesmaid 1 Groomsman \_\_\_\_\_

\_\_\_\_\_ Maid / Matron of Honor Best Man \_\_\_\_\_

Flower Girl \_\_\_\_\_

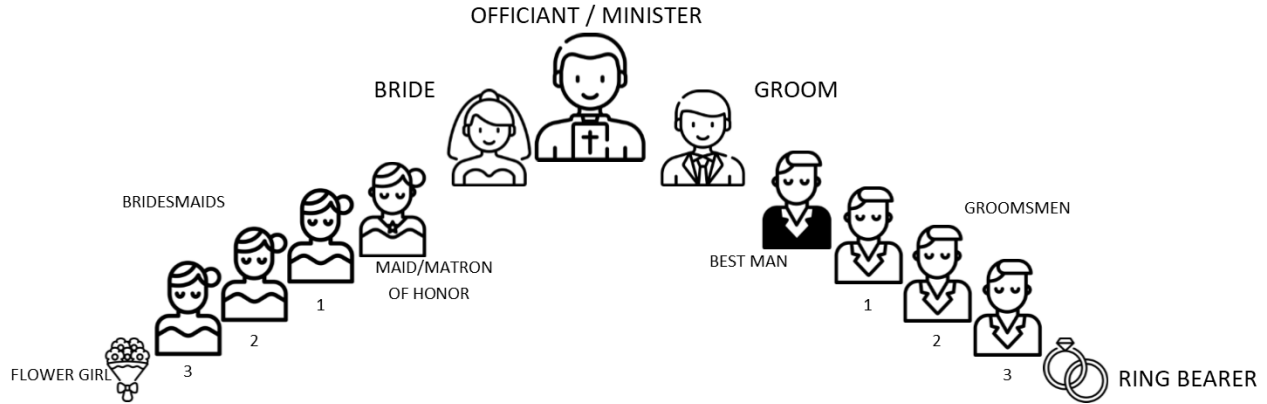
Ring Bearer \_\_\_\_\_

\_\_\_\_\_ Brides Companion BRIDE Brides Companion \_\_\_\_\_



When the wedding party is all lined up, in order above, the Officiant should make their way to the altar with the Groom to make the initial seating announcement. If Grandparents and Parents are to be escorted as part of the processional, they come in now. Grandparents first, then Parents of the Groom and finally, Mother of the Bride. The rest of the processional can then begin. When the ring bearer is in place with the groomsmen, the officiant asks the room to please stand, the Bridal entrance music begins, and the Bride makes her way into the room and down the aisle. Music stops when she makes it to the front of the altar where she is presented to the groom for the giveaway.

## Traditional Altar Formation



If you have more than the number of people pictured, simply extend the lines out with the Ring Bearer and Flower Girl at the end of the line. A more contemporary setup of the Altar has the Ring Bearer and Flower Girl standing in front of the Best Man and Maid of Honor.

### **Welcome Statement**

You've made your way down the aisle, the companion is ready to give the Bride to the Groom, first, we welcome everyone.

*Sample Welcome Statement*

**Minister:** *Thank you to the friends and family that are here today to celebrate the union of (the couple).*

*This occasion not only marks the beginning of their marriage commitment together, but it is a commemoration of the love nurtured and shared between these two. Together, they embark today on a new life together, built on the foundations of trust, compassion, and mutual respect.*

The welcome statement is meant to be short and sweet. Your guests are still standing, your companion is with you and you may be seeing each other for the first time today. Welcome the guests, proceed to the give-away, and give your guests a moment to get comfortable and settled in their seats

Use this area to jot down notes or write out your ideas for the welcome statement

---



---



---



---

### **Family Blessing – “Giving Away” the Bride**

A traditional part of many wedding ceremonies is the “Giving Away” of the Bride. The moment when a family member escorts the Bride to the Groom. This is traditionally the Father of the Bride. Often it can be another significant or dear relative in place of or along with the Father of the Bride. To avoid confusion, we will refer to these people as “Companions” How would you like this done?

Will you have a companion give you away?  Y /  N      ONE    TWO    OTHER: \_\_\_\_\_

Who will be a companion? One \_\_\_\_\_ Two \_\_\_\_\_

How is companion One related? \_\_\_\_\_ Two? \_\_\_\_\_

Would you like the Officiant to Ask your companion(s) if they are ready to give you away for marriage?  Y /  N

#### **Sample Give away exchange**

**Minister:** *Who gives this bride today?*

**Bridal Companion:** *I (We) do.*

**Minister:** *If there is anyone in attendance who has cause to believe that this couple should not be joined in marriage, you may speak now or forever hold your peace.*





## Consecration

The consecration is the opportunity to offer a solemn dedication for the event. This consecration may lean more religious or more secular, however you choose. Typically, this statement involves the covenant between the bride and groom and your dedication to each other for the rest of your lives.

*Minister: As we celebrate this bond of unity today it is important that we keep in mind that, while this is certainly an occasion of tremendous joy, the promises we witness here today are serious and life-altering commitments.*

*Love, it has been noted, is the reason we live. As Carl Sagan wisely deduced, "The world is so exquisite with so much love and moral depth. We should remain grateful every day for the brief but magnificent opportunity that life provides. The sum of all our evolution, our thinking and our accomplishments is love."*

*It is with simultaneous feelings of elation and expressions of respect that we proceed.*

Use this area to jot down notes or write out your ideas for the Consecration

---

---

---

---

---

---

## Wedding Vows

The vows, the moment you make each other cry, laugh, and fall in love all over again. This is your opportunity to publicly and directly express your love and devotion for one another. There are millions of ways to exchange vows, but the content typically falls under 3 basic categories. Traditional Vows which are religious, Contemporary Vows which are more non secular and your own custom vows where you completely write your own. Below are 3 samples of vows. They truly can be what ever you wish. Heartwarming, funny, cute, or very simple.

**Minister:** At this time, I would invite the couple to share their vows. **A,** would you please repeat after me?

<u>Traditional</u>	<u>Custom</u>	<u>Contemporary</u>
<p><b>A:</b> I, <b>A,</b> take you, <b>B,</b> for my lawfully wedded husband, to have and to hold, from this day forward, for better or worse, for richer or poorer. I promise to be true to you in good times and in bad, in sickness and in health. I will love you and honor you all the days of my life, until death do us part. This is my solemn vow.</p>	<p>Today I take you as my husband. I loved you from the moment I saw you in line at Starbucks and haven't stopped loving you since. You are the most generous and selfless person I know, even when you leave the toilet seat up, or the sink full. You are my best friend and I look forward to spending the rest of my life sharing cups of coffee with you.</p>	<p><b>B,</b> today I take you to be my husband; I join my life with yours. I promise to love and to honor you; to treasure you and to respect you; to walk with you side-by-side in joy and sorrow. I vow to be honest, caring, and truthful; to love you as you are, and not as I want you to be; and to grow old by your side as your love and best friend. I give you my hand, my heart, and my love, from this day forward.</p>

Use this area to jot down notes or write out your ideas for your vows

---

---

---

---

---

---

---

---

---

---

## **Declaration of Intent**

The declaration of intent is the moment everyone has been waiting for! It is also the required portion of the ceremony. The question must be clear and concise to each person. "(name) DO YOU TAKE (name) TO BE YOUR..." The rest can be as simple, or as detailed as you would like. The key component to this section is to make sure the answer is clear. I DO is the result we are looking for.

### ***Sample Declaration of Intent***

**Minister: A and B** please join hands.

**A**, do you take **B** as your cherished husband, in front of these witnesses, and promise to stay by him side through sickness and health, joy and sorrow, so long as you both shall live?

**A:** I do.

**Minister: B**, will you take **A** as your cherished wife, in front of these witnesses, and promise to stay by her side through sickness and health, joy and sorrow, so long as you both shall live?

**B:** I do.

Use this area to jot down notes or write out your ideas for the declaration of intent

---

---

---

---

---

---

---

---

## **Additional / Alternative Tradition(s)**

Thanks to social media and the internet, many couples are discovering wonderful alternative mini ceremonies to express their love for one another. These ceremonies can enhance your bond and be a beautiful public presentation of your love for one another.

Are there any special traditions or mini-ceremonies you'd like to include in the ceremony? (Candle-lighting, Handfasting, Sand, Etc.)

---

---

### ***Sand Ceremony Example***

**A and B**, while the words you have spoken have sealed your union, it is the combining of sands that truly symbolizes the melding of your two souls.

At this time **A and B** should receive a vessel, each containing a sand of a different color.

Each of you holds now a vessel of sand. Allow this sand to represent your life: every thought that's ever crossed your mind, and every word that's ever crossed your lips; all of your victories, and all of your failures; all of your joys, and all of your sorrows. Every grain of sand is another moment, either a moment that has been or a moment that is yet to be. And now, tilt your vessels forward and pour your sand into the vessel of marriage.

**A and B** should tilt their vessels forward, pouring their sand into the larger vessel centered between them.

Watch as the grains of sand mix together, forming one structure. So too, today, have your two spirits come together to form one singular entity. Just as your combined sands have combined to form a collection much grander than you ever could have accumulated on your own. Note also, that now combined, the sands may never again be separated. Your lives, like the sand, have become all the more grand for the involvement of your partner. Your spirits so intertwined that they may never again be truly torn asunder. As you move forth in life, keep your partner close to the heart, recognizing that they are an integral part of your being.

## **Ring Explanation / Exchange**

The tradition of exchanging rings is beautiful. It provides you the opportunity to display to the world your life long commitment and devotion to one another. Before the ring exchange occurs, a brief explanation of the symbolism of the rings is a great way to elaborate on your desire to be faithful to each other and your unending commitment.

### ***Sample Ring Exchange***

*Minister: The wedding rings perfectly symbolize the never-ending love you two have for each other. By exchanging these rings, you solidify a lifelong commitment to one another. The rings serve as a welcome and constant reminder of the bond you've formed with your partner.*

*Please repeat after me:*

*I, **A**, give you, **B** this ring as a symbol of my enduring love. Just as the circle of the ring completes itself, so you complete me.*

*I, **B**, give you, **A** this ring as a symbol of my enduring love. Just as the circle of the ring completes itself, so you complete me.*

Use this area to jot down notes or write out your ideas for the ring exchange

---

---

---

## **The Pronouncement , Kiss and Presentation**

The rings are on and now I pronounce you Husband and Wife! This is the other required piece of the ceremony.

"By the power vested in me, by the Universal Life Church and by the state of Minnesota (or WI), I now pronounce you Husband and Wife! You may now kiss your bride!"

Thunderous applause and cheers commence! Now I get to present you!

How would the couple like to be officially presented? (for same sex couples, MISTERS or MISSES will be substituted where appropriate)

Example "Ladies and Gentlemen, it is my honor to present the newly married couple: \_\_\_\_\_"

MR & MRS \_\_\_\_\_ (last name)  
(Ex: Mr & Mrs Johnson)

MR & MRS \_\_\_\_\_ (Grooms first & last name)  
(Ex: Mr & Mrs Bob Johnson)

GROOM then BRIDE first & last Name \_\_\_\_\_ (Ex: Bob and Sue Johnson) This is traditional.

Use this area to jot down notes or write out your ideas for the Pronouncement and Presentation.

---

---

---

**Recessional / Additional Announcements**

During the recessional, typically as the last of the wedding party is making their way back down the aisle, is the perfect time to make any last-minute announcements. Especially if you are having a receiving line.

Will you hold a receiving line after you exit the ceremony area? Y / N

Are there any special instructions you would like delivered after you have exited the venue as husband and wife?  
(Directions to the reception, what is next on the schedule for guests / the couple)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Wrapping things up**

You're MARRIED! Or are you? There are a few simple steps that need to be completed before your marriage is official.

DO NOT LEAVE. You still have some work to do. After the receiving line if you had one, you need to gather your witnesses and meet with the official to finalize the paperwork. Once the paperwork is done, GO HAVE FUN! You have your assistant that should be taking care of leading the others to clean up the ceremony site. Make a note of the witness and their cell numbers just in case.

WITNESS 1 : \_\_\_\_\_ WITNESS 2 : \_\_\_\_\_

**Ceremony Music Details**

Ceremony Start Time: \_\_\_\_\_  
(background music will start 30 min prior to guest arrival)

INDOOR or OUTDOOR  
(circle one)

Cover provided Y / N  
(if outdoor)

Pre Ceremony Music style: CLASSICAL GUITAR INSTRUMENTAL THEMED / OTHER : \_\_\_\_\_

Seating Song 1: \_\_\_\_\_

Seating Song 2: \_\_\_\_\_

Prelude / Grand Entrance Song: \_\_\_\_\_

Bride Entrance Song: \_\_\_\_\_

Mid Ceremony Song 1: \_\_\_\_\_

Mid Ceremony Song 2: \_\_\_\_\_

Announcement Song: \_\_\_\_\_

Recessional Song: \_\_\_\_\_

Any additional Songs: \_\_\_\_\_

Will the ceremony require use of a microphone for the Bride/Groom/Officiant exchange Y / N

Will there be readers requiring use of a microphone Y / N

Here is your opportunity to ask any questions or make any requests not listed above:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THANK YOU FOR CHOOSING MAVERIC MUSIC FOR YOUR SPECIAL EVENT!**